

U.S. Bankruptcy Court  
Western District of Wisconsin

**CM/ECF**

**CREDITOR ATTORNEY TRAINING CASE EXERCISE**

**TRAINING CASE NO.:** [refer to email or sticker/card from class]\_\_\_\_\_

Step 1 Complete and forward registration materials to Madison or Eau Claire (addresses listed on registration forms). See Registration/Training Classes:

[http://www.wiw.uscourts.gov/bankruptcy/training\\_classes.htm](http://www.wiw.uscourts.gov/bankruptcy/training_classes.htm)

Step 2 You will be contacted by court for onsite training or emailed a training login/password.

Step 3 Complete the following Creditor Attorney Training Exercise.

Step 4 Create document(s) using bankruptcy software/word processor and convert to pdf documents (contact vendor for questions). See also Creating a PDF Document handout OR refer to Electronic Case Filing Users' Manual > PDF Document Basics at:

[http://www.wiw.uscourts.gov/bankruptcy/webhelp/ecf\\_atty\\_manual.htm](http://www.wiw.uscourts.gov/bankruptcy/webhelp/ecf_atty_manual.htm)

Step 5 Open browser (e.g. Netscape Navigator, Internet Explorer, etc.) and enter URL:

<http://www.wiw.uscourts.gov/bankruptcy/> (bookmark this location).

Step 6 Click on the CM/ECF link (left side of page), then click on the CM/ECF Training Login, continue through the Certificate Name Check, continue through Security Information, click on the hyperlink to Western District of Wisconsin Training - Document Filing System.

Step 7 At the ECF/PACER Login screen, enter assigned training login and password (refer to email and/or sticker/card handed out in class), skip the Client Code and click on Login.

Step 8 Click on CM-ECF user's guide. This will open another window to display the Electronic Case Filing Users' Manual to assist you in completing the exercise.

Step 9 After completing the following exercise in assigned training case number in order as listed below (sample docket), **reply to Trainer's e-mail (preferable)** or call:

Eau Claire: Monica or Susan at 715/839-2980, Ext. 114 or 115 or Help Desk at 800-373-8708.

Madison: Kathleen, Jolene, or Terry at 608-264-5178 or Help Desk at 800-373-8708.

Filing Date	Docket #	Event Type	Docket Text
today's date	—	Bankruptcy> Miscellaneous> Notice of Appearance	Notice of Appearance and Request for Notice Filed by Attorney on behalf of Creditor. (EC_Attorney or Madison_Attorney)
today's date	—	Bankruptcy> Motions/Applications> Relief from Stay	<p>Motion for Relief from Stay [Receipt Number cc*, Fee Amount \$150 Filed by Attorney on behalf of Creditor. Notice of Motion/Proof of Service - Last Day to File Objections/Request for Hearing: 1/23/04. (EC_Attorney or Madison_Attorney)</p> <p><b>*NOTE: Leave receipt field blank and select NEXT to continue filing. If filing fee is exempt under 28 USC Sec. 1930, type EXEMPT in receipt field and select NEXT to continue filing. For additional instructions, see CM-ECF Users' Manual &gt; Payment of Fees &gt; Payment of Filing Fees via Internet</b></p>
today's date	—	Bankruptcy> Miscellaneous> Proposed Order (refer back to Motion) <p><b>NOTE: Format requires 3 inch top margin and 3 ###'s on the bottom; remove date and signature line.</b></p>	Proposed Order re: Motion for Relief from Stay Filed by Attorney on behalf of Creditor (related document(s)[__]. Order to be signed on or after _____. (EC_Attorney or Madison_Attorney) <p>Note: Eau Claire cases - enter 3 days after last day to file objections. Madison cases - enter day after last day to file objections.</p>
today's date	—	Bankruptcy> Miscellaneous> Reaffirmation Agreement w/atty declaration <p><b>Note: There are two options with this entry, one with an Attorney Declaration and one without.</b></p>	Reaffirmation Agreement Between Debtor and <i>M&amp;I Marshall &amp; Ilsley Bank</i> w/attorney declaration Filed by Creditor. (EC_Attorney or Madison_Attorney)